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Vidyavardhini's A.V. College of Arts, K.M. College of Commerce  
& E.S.A. College of Science.  
Vasai Road (w), Dist. Palghar - 401 202.

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Self Appraisal Form for Non-Teaching Staff

I. To be filled by the employee:

1. General Information of the staff member:

Name	shri. Chandra Kant R. Mesholi
Date of Birth	07/03/1976
Date of Joining	01/09/1995
Designation	Jr. Clerk
Department	Office
Address	Gass Brahmha Dongri Navinpada Nallasopara (w) 401 203.
Mobile Number	8806828061.
Email Address	cmesholi@gmail.com.
Work Experience	28 Years
Qualification	12 <sup>th</sup> Pass

2. Job Description: OBC Scholarship FreeShip, University  
Exam UnderShip, Sr college fee Register, BSc.  
Form Online Inward, Sr college Admission.

3. Academic Qualification Added in the current year, if any: - Nil -

**4. Improvement in Professional Competency:**

Details of workshops/ Courses/ Seminars/ Training sessions attended/ FDP if any:

Sr No	Course/ Attended	Workshop/Seminar	No of Days	Organised by	Place and Date

**5. Participation in College Activities:**

i. Details of participation in College Committees:

Committees	Contribution

ii. Participation in Exam Duties:

Name of Examination	Duty Performed
University Exam Understudy	March 2022, Feb - 2023

6. Other Institutional Responsibilities undertaken: \_\_\_\_\_


7. Job Related Initiative undertaken by the Non-teaching staff members:

\_\_\_\_\_

8. Suggestions for self-improvement: \_\_\_\_\_

Place: Vasai (W), Palghar 401202.


Date:

  
Signature of the Staff

**Part II: To be filled by the Officer in-charge**

Parameter	Rating	Remarks
Job Knowledge & Skills	4	
Quality of Work	4	
Quantity of Work	4	
Inerpersonal Skills	4	
Punctuality & Attendance	5	
Decision Making	4	
Taking Initiative	5	
Overall Performance	5	

(Rating Scale 1 to 5: 1- unsatisfactory, 2- needs improvement, 3- good, 4- very good, 5- excellent)

  
**REGISTRAR**  
Signature of Office Incharge  
K. M. COLLEGE OF COMMERCE  
E. S. A. COLLEGE OF SCIENCE  
VASAI ROAD, DIST. PALGHAR-401202.

III. Observations of the Principal

.....  
..... *Very GA in work* .....

Place: Vasai (West), Palghar-401202.  
Date:



*[Handwritten Signature]*  
PRINCIPAL  
VIDYAVARDHINI S. V. COLLEGE OF  
ARTS, K.M. COLLEGE OF COMMERCE  
Signature of the Principal  
Vasai Road, Dist. Palghar  
MAHARASHTRA - 401202.